

Help Manual for Public user

Geo Portal for Shops & Establishments in Karnataka
www.ekarmika.com

Submitted to
Department of Labour,
Government of Karnataka

By
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2013

Table of Contents

1.	Introduction	3
1.1	About us	4
1.2	Contact us	5
1.3	Terms and Conditions	6
1.4	Frequently Asked Questions (FAQ)	7
1.5	Downloads	8
1.6	The Karnataka Shops and Commercial Establishment Acts, 1961.....	9
2.	Instructions for Shop and Establishments Owners.....	10
3.	Download Declaration of Signature/Authorized Signatory Format.....	12
4.	Download Challan	13
5.	Submission of Contact details for Entrepreneurs already registered.....	15
6.	Know your application status.....	16
7.	Know your Labour Circle	17
8.	About Shops census	22
9.	Sign up for Entrepreneur	23
10.	Sign up for Third Party.	28
11.	Login.....	35
12.	Forgot Password	36
13.	External Links	37

1. Introduction

The Department of Labour, Government of Karnataka has been working towards ensuring social justice to the labourers employed both in organized and un-organized sectors by effective implementation of the various provisions of the Labour Enactments of both Central and State Government. The Department, as part of its functions, enforces various laws in the State which require citizens to interact with the department as part of adherence to various State and Central Enactments and one of them is - The Karnataka Shops and Commercial Establishments Act, 1961.

Under this Act, the department provides for the following:

- Issuance of Registration Certificate
- Renewal of Registration Certificate
- Amendment in Registration Certificate
- Issuance of Duplicate Registration Certificate
- Filing of Annual Returns
- Exemption on weekly holiday for Shops and Establishments
- Exemption for women working in night shift
- Submission of Appeals

With growing population and consequently the business / trade, both citizen/entrepreneur and the department have been facing several constraints; few of them are as follows:

1. The entrepreneur ends up in number of visits to the department for submission of registration application, fees remittance, renewal, amendments etc., and also due to non-availability of the concerned inspector for attending the required assistance
2. The department keeps the information submitted by citizen/entrepreneur in hard copy formats and errors happen in repeating the information either in the certificate or in the records. Further, similar records are required at different places and citizen ends up unnecessarily duplicating them which adds to the errors in duplication efforts and inconsistent information generally floats everywhere.
3. The department has limited number of Inspectors whose time is spent mostly in compiling statistics and issuing Certificates/Licenses, the time available for physical inspection is greatly reduced, which is one of the key functions of the Inspector.
4. More than everything, statistics pertaining to actual number of shops and commercial establishments is a big gap. Mere the number may not be sufficient as the cities are growing, the geographic location of any shop or commercial establishment is a necessity, but the same is not available and hence, the department does not get a clarity of spatial spread and administering them is a big task.

Therefore, Department of Labour, Government of Karnataka desires to automate the services of department under the Karnataka Shops and Commercial Establishments Act, 1961. In this regard, Department of Labour, Government of Karnataka has deployed **e-karmika** a user friendly application for online registration of shops and establishments directly by the applicants. This application will make the entire process of registration a hassle free process for both the applicants and the Department of Labour. It is designed to register with proper geographical location on the GIS map and thereby facilitating the department of get the location of units and statistics of Circles /Jurisdiction with spatial data. e-karmika also facilitate the recording of units at the spot using GPS enabled Hand Held Devices and is designed to consolidate the field survey data captured using GIS. Apart from this, it is designed to generate various reports, automatic intimations and alerts based on the user role.

User has to open web browser Internet Explorer 7 and above (Best viewed in IE8). After opening the browser, user has to type portal name www.ekarmika.com in the address window. Upon clicking on “Go” button, system will open Home page of the portal as shown in Fig. 1.1.



Fig. 1.1

Home page of this portal contains menus such as About us, Contact us, Terms and Conditions, Frequently Asked Questions (FAQ), Downloads and the Karnataka Shops and Commercial Establishment Act, 1961. Home page also consists of link to labour department related information, link to important relevant web portals, Login, New user sign up, Forgot password, Sign up for Third Party, Know Your Application Status links.

1.1 About us

To view objective and functions of Department of Labour, user has to click on menu “About us” as highlighted in Fig. 1.2



Fig. 1.2

Upon clicking this menu, the system will open about us page as shown in Fig. 1.3.



Fig.1.3

1.2 Contact us

To know the contact details such as address, phone number and email ID of Department of Labour, user has to click on "Contact us" menu as shown in Fig. 1.4.



Fig. 1.4

By clicking “Contact us” menu, system will open page containing contact details of Department of Labour as shown in Fig. 1.5.



Fig. 1.5

1.3 Terms and Conditions

To view general Terms and Conditions in usage and information content of this web portal, user has to click on menu “Terms and Conditions” as highlighted in Fig. 1.6.



Fig. 1.6

Upon clicking “Terms and Conditions” menu, system will open page containing portal usage and information as shown in Fig. 1.7.



Fig. 1.7

1.4 Frequently Asked Questions (FAQ)

To find answers for Frequently Asked Questions (FAQ), user has to click on “FAQ” menu as highlighted in Fig. 1.8.



Fig. 1.8

Upon clicking the “FAQ” menu, system will open page containing number of Frequently Asked Questions with Answers as shown in Fig. 1.9.



Fig. 1.9

1.5 Downloads

By moving the cursor over menu “Downloads” as highlighted in Fig. 1.10, the system will display list of downloadable PDF files containing information such as Instructions to shops and establishment owners, Declaration of Signature/Authorized signatory format, Challan format, Help Manual for public user (including Sign up), Kannada font setting for IE9 and Windows 7 and Download Form-A as highlighted in Fig. 1.11. Upon clicking on required downloadable file, system will open the file in separate window with an option to save and print.



Fig. 1.10

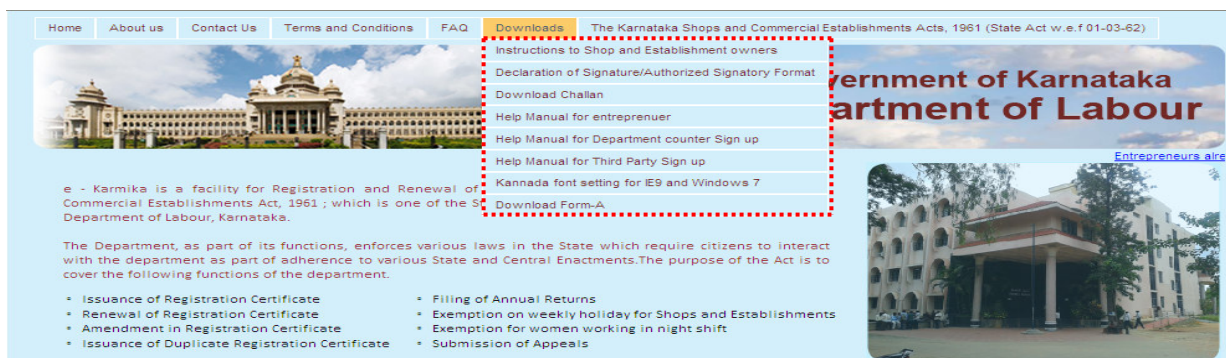


Fig. 1.11.

1.6 The Karnataka Shops and Commercial Establishment Acts, 1961

To know the content of the Karnataka Shops and Commercial Establishment Acts, 1961, user has to click menu as highlighted in Fig. 1.12.

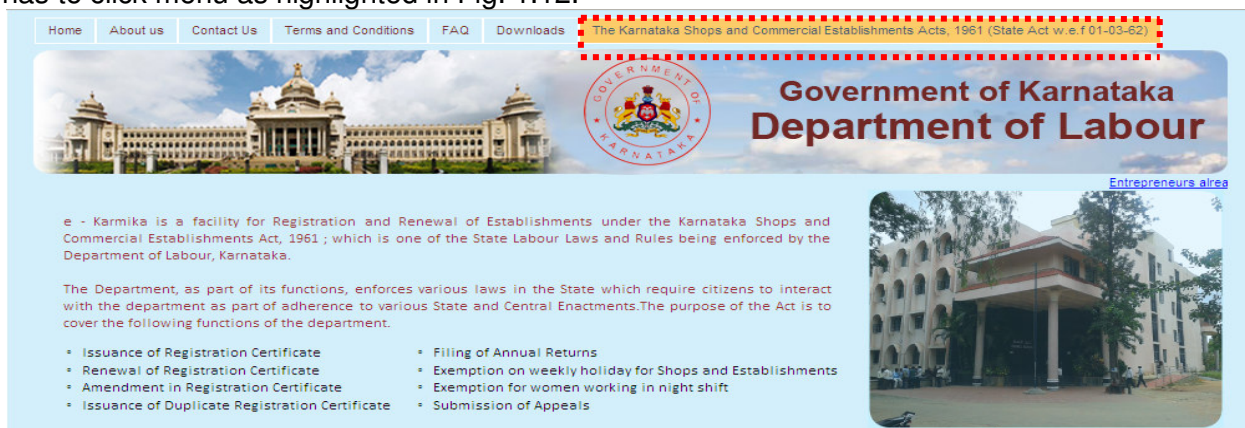


Fig. 1.12

Upon clicking “The Karnataka Shops and Commercial Establishments Acts, 1961”, menu, system will display definitions, duties of owners, application of other acts, minimum wages, authority to implement the act and power devolution information as shown in Fig. 1.13.

[Home](#) | [About us](#) | [Contact Us](#) | [Terms and Conditions](#) | [FAQ](#) | [Downloads](#) | [The Karnataka Shops and Commercial Establishments Acts, 1961 \(State Act w.e.f 01-03-62\)](#)


**Government of Karnataka
Department of Labour**

CONTENTS

SL.NO.	Description
1	DEFINITIONS <ul style="list-style-type: none"> Shops Commercial Establishment Owner Employee
2	DUTIES OF OWNERS <ul style="list-style-type: none"> Registration of Organization <ul style="list-style-type: none"> Exemptions from Registration Weekly Holiday <ul style="list-style-type: none"> Establishments exempted from weekly holiday Working Hours <ul style="list-style-type: none"> Prohibitions and Exemptions of work Employment and Regulation Records management Submission of annual report Employees' Rights
3	APPLICATION OF OTHER ACTS
4	MINIMUM WAGES
5	AUTHORITY TO IMPLIMENT THE ACT
6	POWER DEVOLUTION

**THE KARNATAKA SHOPS AND COMMERCIAL ESTABLISHMENTS ACT 1961
AND RULES 1963**

1. ACT ENFORCEMENT, PURPOSE and APPLICATION: This act has been enforced from 01-03-1962 in karnataka state and time to time amendments are made.

2. This Act provides for the regulation of conditions of work and employment in Shops & commercial establishments in the State of Karnataka.

3. This Act applies to the areas notified by the Karnataka Government.

DEFINITIONS:

Shops: 'shops' means any premises where any trade or business is carried on or where services are rendered to customers and includes offices, storerooms, godowns, warehouses, whether in the same premises or otherwise, used in such connection with such trade or business, but does not include a commercial establishment or a shop attached to a factory.

Commercial Establishment: Commercial Establishment means a commercial or trading or banking or insurance establishment, an establishment or administrative service in which persons employed are mainly engaged in office work, a hotel, restaurant, boarding or eating house, a café or any other refreshment house, a theatre or any other place of public amusement or entertainment.

Owner: Owner means the person having charge of or owning or having ultimate control over the affairs of an establishment and includes members of the family of an employer, a manager, agent, other person acting in the general management and control of an establishment.

Employee: Employee means a person wholly or principally employed in or in connection with, any establishment whether working on permanent, periodical, contract or piece – rate wages or on commission basis, even though he receives no reward for his labour and includes an apprentice.

DUTIES OF OWNERS:

1. Registration of Organization:

- Each owner, within 30 days from starting the business shall submit application form in form 'A' to register his establishment.
- Registration certificate must be displayed on visible place inside the office premises.
- Registration certificate is valid for '5' years period. Before the expiry of the period, renewal application to be submitted for the next period.
- It shall be the duty of an employer to notify to the registration authority, in the prescribed form, any change with respect to any information contained in his statement during registration/renewal within 15 days after the change. Ex. Change in address, change in ownership, change in number of employee etc.
- After closing the business of his establishment, should surrender the registration certificate to the registration authority.

Fig. 1.13

2. Instructions for Shop and Establishments Owners

User will be able to view general instructions for registering establishment through online with Department of Labour. To view these instructions user has to click on link “Instructions to Shop and Establishment owners” as highlighted in Fig. 2.1.

[Instructions to Shop and Establishment owners](#)

List of Scanned Documents to be uploaded

- Proprietor / Managing Partner/ Directors Photo
- Address proof for the establishment /shop (Rental /lease agreement etc.)
- Identity Proof of the owner/ authorised signatory (PAN card/ Driving license/Voter Card etc.)
- Statutory Documents (Partnership deed/BBMP trade License/Incorporation Certificate /Memorandum of Article for Commercial Establishments 1st page and Last page scanned/Proprietorship firm certificate copy)
- Authorisation letter for Authorised signatory / self attestation Letter for Owner
- Challan /Payment Receipt/Transaction Receipt
- Duly filled Registration Form signed by owner / Authorised signatory

Registration fee	
No. of Employees	Fees (Rs.)
No Employees	250/-
1 to 9 Employees	500/-
10 to 19 Employees	3000/-
20 to 49 Employees	8000/-
50 to 99 Employees	15000/-
100 to 250 Employees	30000/-
251 to 500 Employees	35000/-
501 to 1000 Employees	45000/-
Above 1000 Employees	50000/-

[Download Challan](#)

Login

User Name

Password

[New User Sign UP](#) | [Forgot Password](#)

[Sign Up For Third Party](#)

[Know Your Application Status](#)

Fig. 2.1

Upon clicking this link, system will open file containing instructions to shop and establishment owners in PDF format with an option to save the file as shown in Fig. 2.2

Instructions to shop and commercial establishment owners

1. Entrepreneurs owning shops and commercial establishments can register online with Department of Labour, Government of Karnataka as per the Karnataka Shops and Commercial Establishment Act, 1961 through web site www.ekarmika.com.
2. Before registering, the entrepreneur should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the Karnataka Shops and Commercial Establishment Acts, 1961. The scrutiny will be carried out on the basis of details provided and documents uploaded by the entrepreneur. Registration form is liable to be rejected, if any information provided by them is found to be false or not found in conformation with the law.
3. Entrepreneurs are advised to check the website regularly for any further information / announcement about the registration process

Fig. 2.2

3. Download Declaration of Signature/Authorized Signatory Format

Uploading of filled Declaration of Signature / Authorized Signatory is mandate in a specified format for registering the establishment online. To download this specified format, user has to click on link “Download Declaration of Signature / Authorized Signatory Format” as highlighted in Fig. 3.1.

The screenshot shows the Government of Karnataka Department of Labour website. The header includes navigation links: Home, About us, Contact Us, Terms and Conditions, FAQ, Downloads, and The Karnataka Shops and Commercial Establishments Acts, 1961 (State Act w.e.f 01-03-62). The main banner features the Government of Karnataka logo and the text "Government of Karnataka Department of Labour". Below the banner, there is a section titled "e - Karmika" which describes the facility for Registration and Renewal of Establishments. To the right, there is a "Shops Census" section with a photo of a building. In the center, there is a table titled "Registration fee" showing fees for different employee counts. To the left of the table, there is a list of documents to be uploaded. At the bottom left, a link "Download Declaration of Signature/Authorized Signatory Format" is highlighted with a red dashed box. To the right of the table, there is a "Login" section with fields for User Name and Password, and buttons for Login and Clear. Below the login section, there are links for "New User Sign UP", "Forgot Password", "Sign Up For Third Party", and "Know Your Application Status".

Registration fee	
No. of Employees	Fees (Rs.)
No Employees	250/-
1 to 9 Employees	500/-
10 to 19 Employees	3000/-
20 to 49 Employees	8000/-
50 to 99 Employees	15000/-
100 to 250 Employees	30000/-
251 to 500 Employees	35000/-
501 to 1000 Employees	45000/-
Above 1000 Employees	50000/-

[Download Challan](#)

[Download Declaration of Signature/Authorized Signatory Format](#)

Fig. 3.1

By clicking this link, system will open declaration content in PDF format. User will be able to save and print this format for further user as shown in Fig. 3.2. The content of the same has to be printed on establishment letter head and after duly filling, user has to scan and upload the same as provided in online application.

Signature Declaration Format (To be printed on Establishment Letter Head)

I _____, (Proprietor/MD/MP/COO/CEO) of (Name of the Establishment) do hereby declare that below signed specimen signature is the authenticate signature as signed by me for the (Registration/Renewal/Amendment) of my establishment under the Karnataka Shops and Establishments Act, 1961".

(Specimen Signature)

Also, I do hereby declare that there is no child labour engaged in our establishment to work for our establishment and I fully understand that the signature furnished above will be used as my authenticate signature for the Registration purpose of my establishment and hence for any incorrectness/ false information, I would be liable for penalties under the "Karnataka Shops and Establishments Act, 1961".

Signature

(Name in Block letters)

Place: _____

Date : _____

OR

Declaration Format to Authenticate authorized personnel signature (To be printed on Establishment Letter Head)

I _____, (Proprietor/MD/MP/COO/CEO) of (Name of the Establishment) do hereby authorize Mr/Ms/Mrs _____ whose signature as attested below for the purpose of Registration of my establishment (name of the Establishment) / Branch name) under the Karnataka Shops and Establishments Act, 1961".

Authorized Personnel Specimen Signature

(Authorized Personnel Name)

I hereby declare that the above signed specimen signature is the authenticate signature as signed by Mr/Ms/Mrs _____ in front me. Also, I do hereby declare that there is no child labour engaged in our establishment to work for our establishment and I fully understand that any incorrectness/ false information, I would be liable for penalties under the "Karnataka Shops and Establishments Act, 1961".

Signature

(Name of the Proprietor/MD/MPCOO/CEO in Block letters)

Place: _____

Date : _____



Fig. 3.2

4. Download Challan

For registering establishment online, user has to remit necessary fees to Department of Labour. Fees can be remitted to bank by filling bank Challan. To down load Challan user has to click on link "Download Challan" as shown in Fig. 4.1.

Home About us Contact Us Terms and Conditions FAQ Downloads The Karnataka Shops and Commercial Establishments Act, 1961 (State Act w.e.f 01-03-82)

**Government of Karnataka
Department of Labour**

e - Karmika is a facility for Registration and Renewal of Establishments under the Karnataka Shops and Commercial Establishments Act, 1961; which is one of the State Labour Laws and Rules being enforced by the Department of Labour, Karnataka.

The Department, as part of its functions, enforces various laws in the State which require citizens to interact with the department as part of adherence to various State and Central Enactments. The purpose of the Act is to cover the following functions of the department:

- Issuance of Registration Certificate
- Renewal of Registration Certificate
- Amendment in Registration Certificate
- Issuance of Duplicate Registration Certificate
- Filing of Annual Returns
- Exemption on weekly holiday for Shops and Establishments
- Exemption for women working in night shift
- Submission of Appeals

Instructions to Shop and Establishment owners

List of Scanned Documents to be uploaded

- Proprietor / Managing Partner/ Directors Photo
- Address proof for the establishment /shop (Rental /lease agreement etc.)
- Identity Proof of the owner/ authorised signatory (PAN card/ Driving license/Voter Card etc.)
- Statutory Documents (Partnership deed/BBMP trade License/Incorporation Certificate /Memorandum of Article for Commercial Establishments 1st page and Last page scanned/Proprietorship firm certificate copy)
- Authorisation letter for Authorised signatory / self attestation Letter for Owner
- Challan /Payment Receipt/Transaction Receipt
- Duly filled Registration Form signed by owner / Authorised signatory

Registration fee

No. of Employees	Fees (Rs.)
No Employees	250/-
1 to 9 Employees	500/-
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Above 1000 Employees	50000/-

[Download Challan](#)

[Download Declaration of Signature/Authorized Signatory Format](#)

Login

User Name

Password

[New User Sign UP](#) | [Forgot Password](#)

[Sign Up For Third Party](#)

[Know Your Application Status](#)

Fig. 4.1

By clicking this button, system will open blank Challan in PDF format with an option to save and Print as shown in Fig. 4.2.

Payment Challan: Bank Copy

**Government of Karnataka
Department of Labour**

Received from Shop/ Commercial Establishments Name: _____
bearing Shop/ Commercial Establishments Registration No.: _____
a sum of Rs. _____ (in words Rs. _____ only) and remitted to the account of
"Commissioner, Dept. of Labour, Govt. of Karnataka".

Account Details:
Account No : 64099993360,
Branch : Shivajinagar Branch,
Bank : State Bank of Mysore.
IFSC CODE : SBMY0040658

Paid Through

☐ State Bank of Mysore (Reg.No to be entered in Additional Screen)

☐ Please Enter the Journal Number:

☐ Other Banks (Reg.No to be entered in SENDER to RECEIVER INFO field in NEFT transaction)

☐ Please Enter the UTR Number:

Owner Signature **Banker Signature**

Payment Challan: Personal Copy

**Government of Karnataka
Department of Labour**

Received from Shop/ Commercial Establishments Name: _____
bearing Shop/ Commercial Establishments Registration No.: _____
a sum of Rs. _____ (in words Rs. _____ only) and remitted to the account of
"Commissioner, Dept. of Labour, Govt. of Karnataka".

Account Details:
Account No : 64099993360,
Branch : Shivajinagar Branch,
Bank : State Bank of Mysore.
IFSC CODE : SBMY0040658

Paid Through

☐ State Bank of Mysore (Reg.No to be entered in Additional Screen)

☐ Please Enter the Journal Number:

☐ Other Banks (Reg.No to be entered in SENDER to RECEIVER INFO field in NEFT transaction)

☐ Please Enter the UTR Number:

Owner Signature **Banker Signature**

**Note: No Extra Charge if you make the payment through State Bank of Mysore
For New Registration please write NEREG in the place provided for reg no
For New registration please write NEREG for registration number**

Fig. 4.2

After duly filling the Challan and remitting necessary fees at bank, user has to scan the Challan and has to upload the same as provided in online application.

5. Submission of Contact details for Entrepreneurs already registered

B-Register details of already registered Entrepreneur do not contain contact details of that particular entrepreneur or may be changed over the period. To send mail and alert messages, system should contain present contact details registered online for particular establishment. Hence, to register the same, additional form containing relevant fields has been given. To open this form, user has to click on link “Entrepreneurs already registered please note” as shown in Fig.5.1.



Fig. 5.1

Upon clicking this link, system will open form containing text boxes to enter details such as Name of the establishment, establishment nature, address of establishment, registration certificate number, Contact mobile number and e-mail address as shown in Fig.5.2.

Information Format for already registered enterprises

* Indicates Mandatory

Name of the establishment/enterprise *

Nature of enterprise * ☐ Shop ☐ Commercial Establishment

Address of the enterprise:

Building/ House Number *

Road : Main Cross Road Name

Locality * Post PIN code *

Registration Certificate Number *

Name of the Proprietor/ Managing Director/Managing Partner

Contact Mobile No. of Proprietor/Managing Director etc..

Name of the Authorised Person

Contact No. of Authorised Person

Contact Mobile Number (Compulsory since SMS will be sent) *

E-mail for receiving alert messages

Note: Information related to already registered shops & commercial establishments is being digitized and will be loaded on progressive mode. Since the details furnished earlier might not have the required details for making online changes to the data related to particular shop / commercial establishment, please provide the following information so that we enable you to access the details you have furnished earlier:

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Fig. 5.2

While entering the details, system will guide the user by displaying alert messages. After entering the required details, user has to click on “Submit” button as highlighted in Fig. 5.2. Upon clicking this button, system will check for completeness of data entry. In case, data entry is incomplete, then submission will not happen else message indicating successful submission will be displayed. By clicking on “Clear” button system will clear the entered details or refresh the form.

6. Know your application status

User will be able to see the status of submitted application for registration / annual return / renewal / amendment by clicking link “Know Your Application Status” provided in the home page as highlighted in Fig. 6.1.

[Home](#)
[About us](#)
[Contact Us](#)
[Terms and Conditions](#)
[FAQ](#)
[Downloads](#)
[The Karnataka Shops and Commercial Establishments Acts, 1961 \(State Act w.e.f 01-03-62\)](#)

e- Karmika is a facility for Registration and Renewal of Establishments under the Karnataka Shops and Commercial Establishments Act, 1961 ; which is one of the State Labour Laws and Rules being enforced by the Department of Labour, Karnataka.

The Department, as part of its functions, enforces various laws in the State which require citizens to interact with the department as part of adherence to various State and Central Enactments. The purpose of the Act is to cover the following functions of the department.

- Issuance of Registration Certificate
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- Amendment in Registration Certificate
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[Instructions to Shop and Establishment owners](#)

List of Scanned Documents to be uploaded

- Proprietor / Managing Partner/ Directors Photo
- Address proof for the establishment /shop (Rental /lease agreement etc.)
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- Statutory Documents (Partnership deed/BBMP trade License/Incorporation Certificate /Memorandum of Article for Commercial Establishments 1st page and Last page scanned/Proprietorship firm certificate copy)
- Authorisation letter for Authorised signatory / self attestation Letter for Owner

Registration fee

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50 to 99 Employees	15000/-
100 to 250 Employees	30000/-
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501 to 1000 Employees	45000/-
Above 1000 employees	50000/-

Login

User Name

Password

[New User Sign UP](#) | [Forgot Password](#)

[Sign Up For Third Party](#)

[Know Your Application Status](#)

Fig. 6.1

By clicking this link, system will open form to enter Acknowledgement number. Upon entering this number, system will check for matching record. If matching record is found, then system will display status of particular application whether it is under review, Rejected or approved.

7. Know your Labour Circle

To know the Circles of Labour department based on locality, user has to click on Karnataka map (Know your Labour Circle) provided on the Home page of web portal as highlighted in Fig. 7.1

Instructions to Shop and Establishment owners

List of Scanned Documents to be uploaded

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- Address proof for the establishment /shop (Rental /lease agreement etc.)
- Identity Proof of the owner/ authorized signatory (PAN card/ Driving license/Voter Card etc.)
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- Duly Filled Registration Form signed by owner / Authorized signatory

[Download Declaration of Signature/Authorized Signatory Format](#)

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Above 1000 Employees	50000/-

[Download Challan](#)

Login

User Name

Password

[New User Sign UP](#) | [Forgot Password](#)

[Sign Up For Third Party](#)

[Know Your Application Status](#)

Related Information

[Officers / Inspectors in Bangalore](#)
[Officers / Inspectors outside Bangalore](#)
[Labour Legislations](#)
[Labour Courts & Industrial Tribunals](#)
[Information related to SAKALA services](#)
[Activities of K L W Board](#)
[Right to Information](#)

Important links

[Employee State Insurance](#)
[Employee Provident Fund](#)
[Rastriva swasthya bheema yojana](#)
[Karnataka Service guarantee act](#)
[Right to Information Act](#)
[Official Website of karnataka state Govt.](#)
[Ministry of Labour and Employment](#)
[Dept of women & children development](#)
[Child Labour](#)
[Labour bureau - Simla](#)

Know your Labour Circle

Number Of Visitors: 15435

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Fig. 7.1

By clicking this icon, system will pop up additional window displaying Karnataka map, Search and map tools as highlighted in Fig. 7.2.

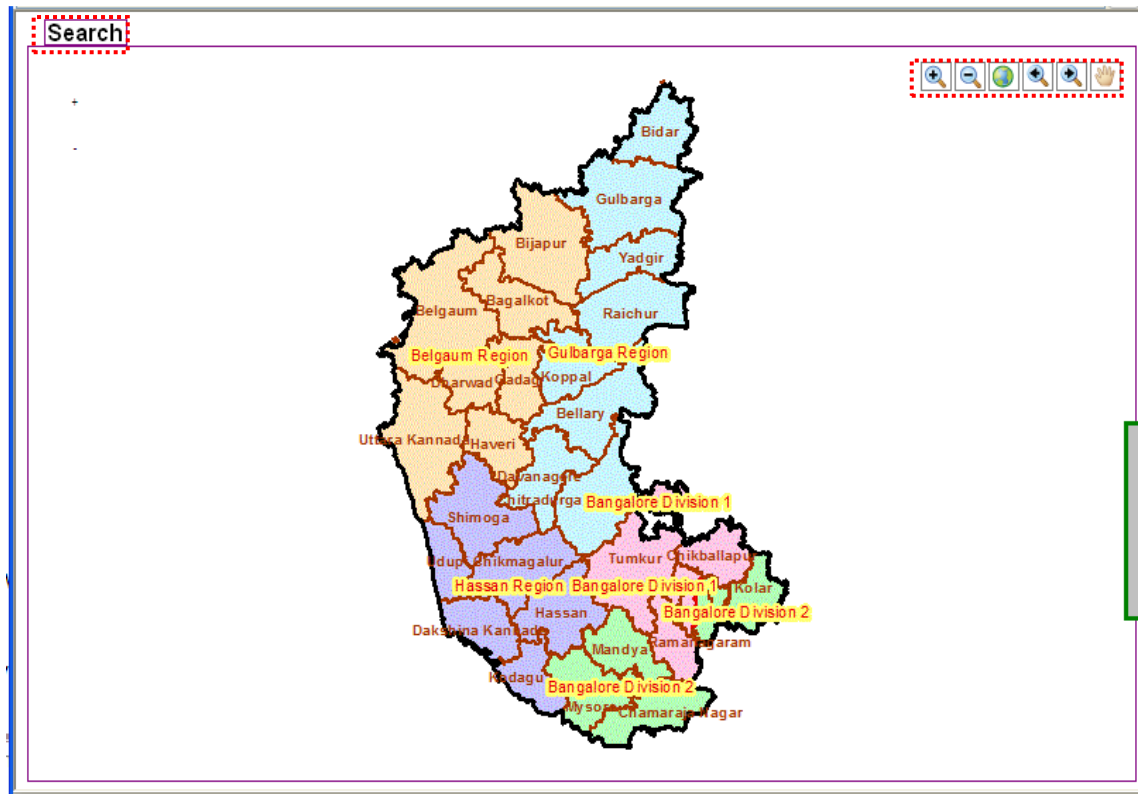


Fig. 7.2

To view the Circle number and boundary as per locality search, user has to click on “Search” button as highlighted in Fig. 7.2. Upon clicking this button, system will display dropdown list to select District, corresponding Taluk, selection for Urban or Rural area and text box to enter locality name as shown in Fig. 7.3.

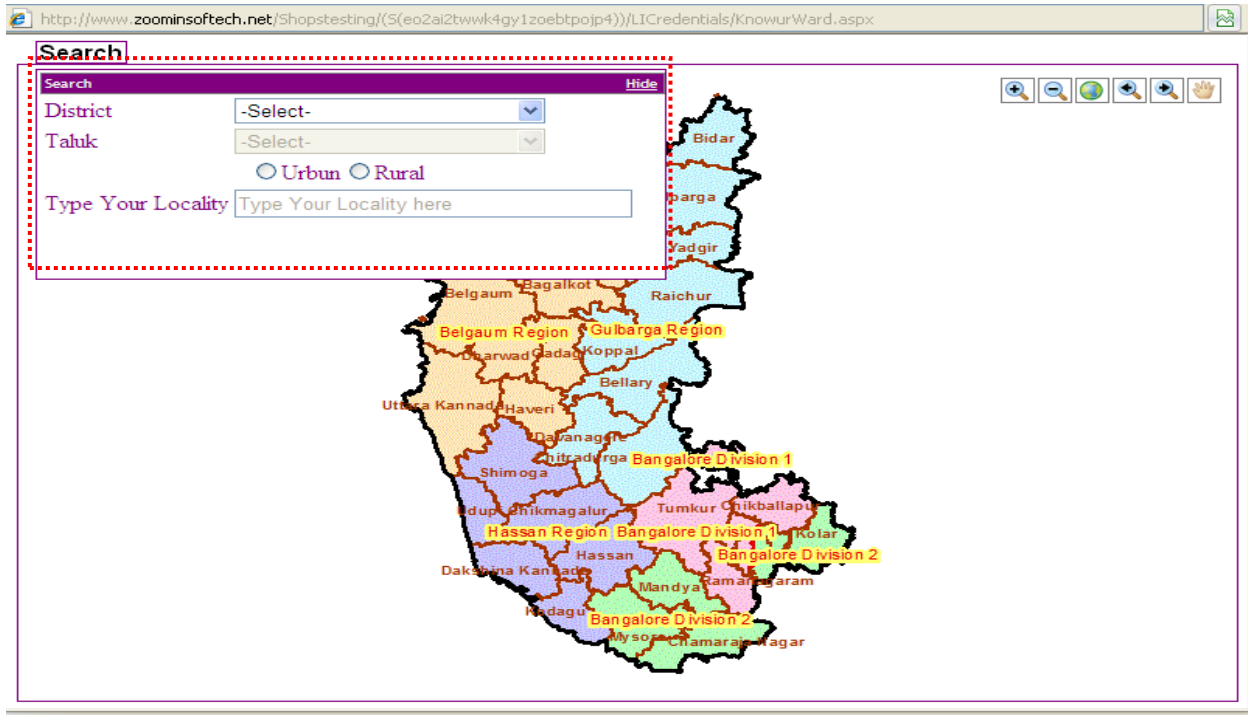


Fig. 7.3

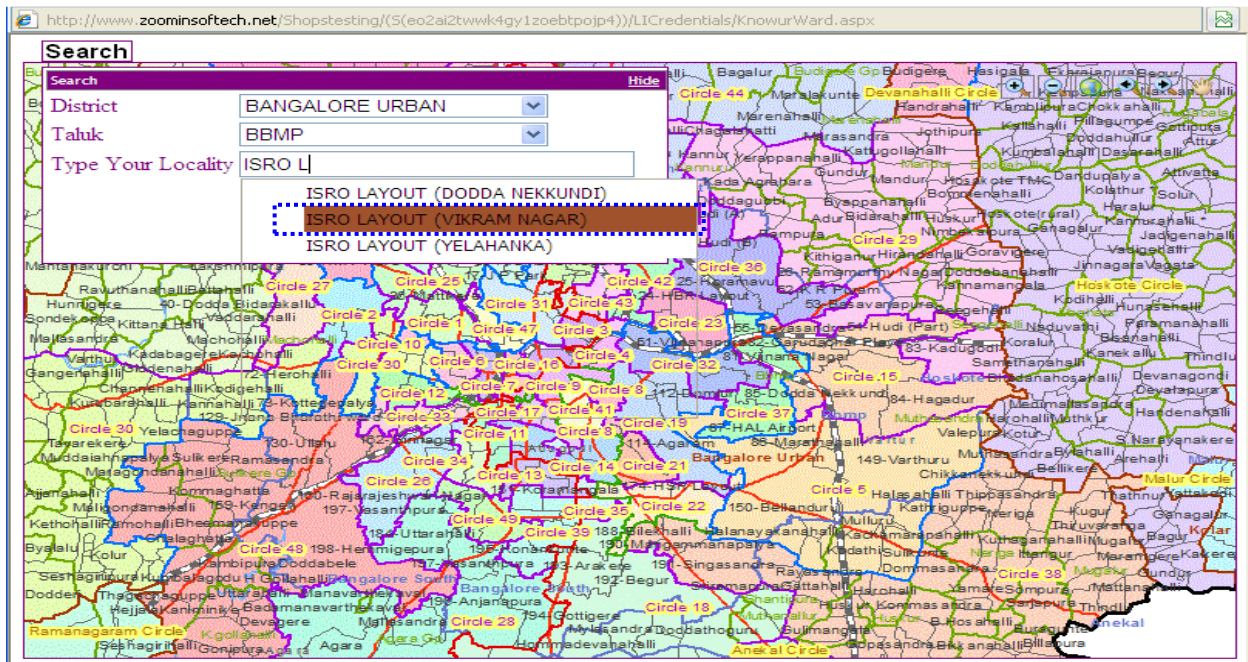


Fig. 7.4

From the district drop down list, user has to select district in which Circle number and boundary are to be viewed. Upon selecting the district, system will load corresponding taluk names in drop down list and also, map will be zoomed to selected district. Then, user has to select required taluk name and activate button whether locality is Urban or Rural. Upon selecting the taluk, district map will be zoomed to selected taluk. Then user has to enter starting letters of locality to be viewed. By entering 3 to 5 letters, system will start displaying list of localities matching with the entered letters as highlighted in Fig. 7.4.

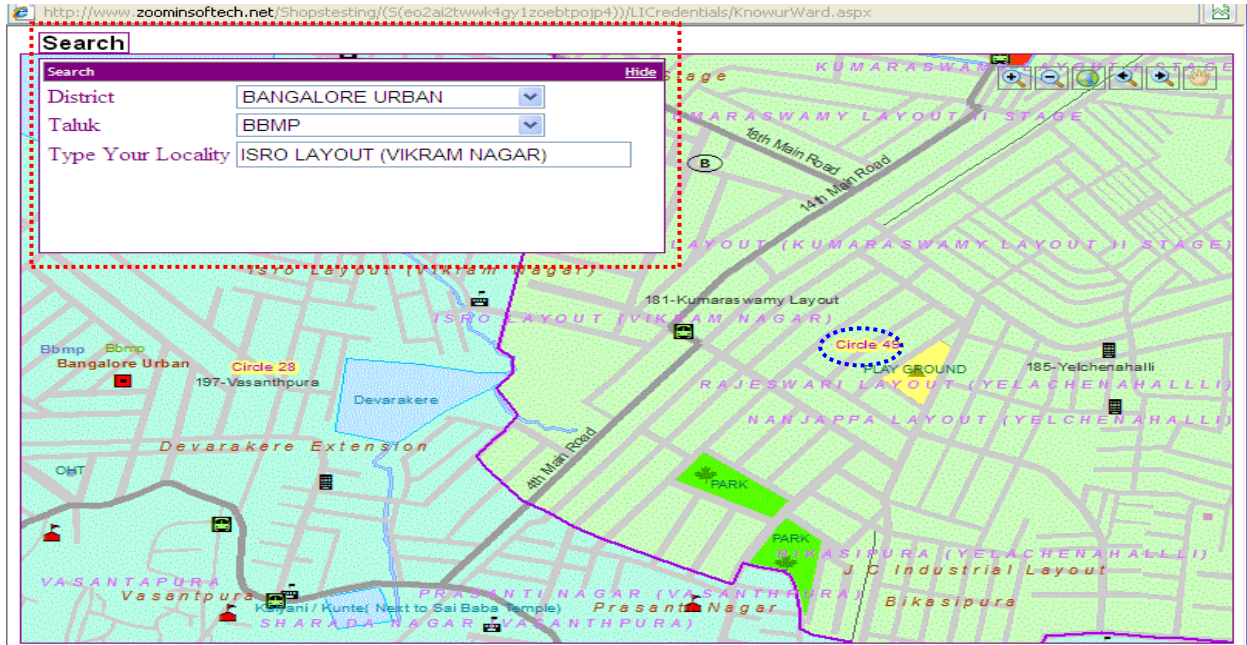


Fig.7.5

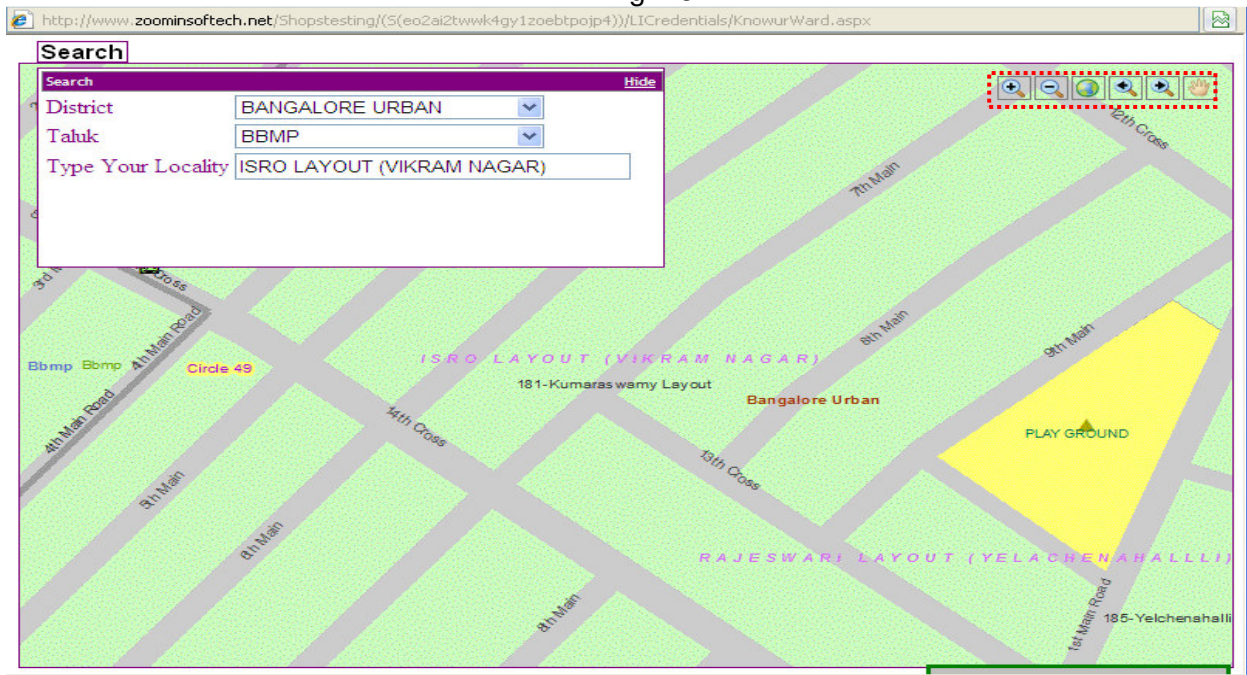


Fig.7.6

From the list of matching localities, user has to select most appropriate one by clicking on the same (Fig.7.4). By selecting the locality, system will zoom the extent of that locality on map window displaying Circle number and boundary, locality name, road network, railway, natural water bodies such as stream, river, tank, pond and also various landmarks, parks as shown in Fig.7.5. Further, to know the District, Taluk, Ward/Village, Labour Circle, Road name and geo co ordinate details for the selected locality, user has to click on locality name or anywhere within the limit of particular circle. Upon clicking, system will popup table containing above mentioned information as shown in Fig. 7.7.

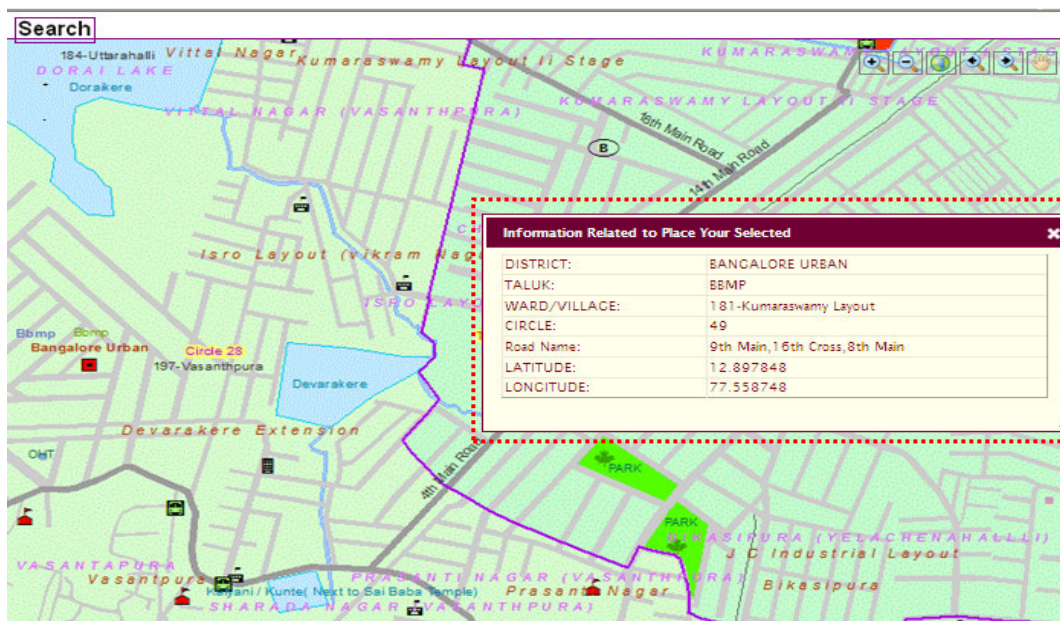




Fig. 7.7

User will be able to increase / decrease the zoom extent of map, full extent, switching between previous and next view by using map tool as highlighted in Fig. 7.6. Functionality of each map tool is explained below (Refer Fig. 7.8).





Fig. 7.8


First symbol  (Zoom In) will be used for increasing zoom extent of particular area of interest on map. To do this user has to click on said symbol first and then by keeping left button of mouse pressed, user has to drag the mouse till he/she reaches required extent (which is shown by shaded rectangle). After dragging to required zoom (increase), user has to release the button. Upon releasing the button, system will display the map with increased zoom extent. The increase in zoom extent in turn displays more information of particular area. User has to repeat the process till he/she will be able to see required information.


Second symbol  (Zoom Out) will be used for reducing zoom extent of particular area of interest on map. To do this, user has to click on said symbol first and then by keeping left button

of mouse pressed, user has to drag the mouse till he/she reaches required extent (which is shown by shaded rectangle). After dragging to required zoom (decrease), user has to release the button. Upon releasing the button, system will display the map with reduced zoom extent. The decrease in zoom extent in turn displays less information of particular area. User has to perform this process to reduce zoom extent of map.

Third symbol  (Full Extent) will be used for viewing map in full extent from any previous zoom extent. To view the map in full extent, user has to click on said symbol. Upon clicking this button, system will fit the full extent of map in map window. This will show map overview and facilitate user to select particular area of interest for increasing the zoom extent.

Fourth symbol  (Previous extent), will be used for viewing previous zoom extent of map. User has to simply click on said symbol to view previous zoom extent of map. User has to click this button single or multiple times till he/she reaches required previous extent.

Similarly, by clicking fifth symbol  (Next extent) user will be able to view next map extent with reference to previous one. By clicking previous and next buttons, user will be able to see map in required map extent.

Sixth symbol  (Pan), will be used for viewing all the area of map with constant zoom extent. To do this user has to click on this button first. Then user has to move the cursor over map area and by keeping the left button of mouse pressed, cursor has to be moved in any direction till user reaches the required area. In this function, system will maintain constant map zoom extent. In case user would like to reduce or increase the map zoom extent while panning, then user has to click on Zoom In or Zoom Out button.

By using functionalities of each map tool, user will be able to view details on interactive GIS map with ease. And also, user will be able to know Circle number / name for selected locality. This will facilitate user to approach particular SLI / LI in case of any clarification or guidance.

8. About Shops census

For creating awareness on ongoing GPS based census of Shops and Commercial Establishments, notice issued by the Labour Commissioner has been linked under label “Shops census” as highlighted in Fig. 8.1.



Fig.8.1

Upon clicking this link, system will open notice indicating visit of authorized representative and information to be provided by the entrepreneur in PDF format as shown in Fig. 8.2.

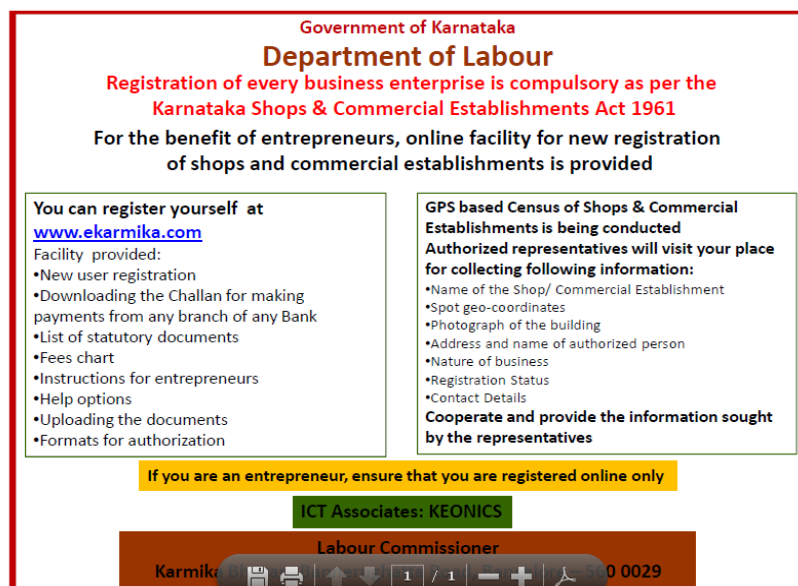


Fig. 8.2

9. Sign up for Entrepreneur

To register any new shop and establishment under the Karnataka Shops and Commercial Establishments Acts, 1961, first user has to register by creating unique User name for Multiple or single shops / commercial establishments, email ID, Mobile number of authorized person, PAN number of authorized person and act under which new registration is sought. To do this, user has to open web portal www.ekarmika.com in Internet Explorer 7 web browser (Best

viewed in IE8 and above). After opening the home page of the portal, user has to click on link “New User Sign UP” as highlighted in Fig. 9.1.

Government of Karnataka Department of Labour

e - Karmika is a facility for Registration and Renewal of Establishments under the Karnataka Shops and Commercial Establishments Act, 1961 ; which is one of the State Labour Laws and Rules being enforced by the Department of Labour, Karnataka.

The Department, as part of its functions, enforces various laws in the State which require citizens to interact with the department as part of adherence to various State and Central Enactments. The purpose of the Act is to cover the following functions of the department.

- Issuance of Registration Certificate
- Renewal of Registration Certificate
- Amendment in Registration Certificate
- Issuance of Duplicate Registration Certificate
- Filing of Annual Returns
- Exemption on weekly holiday for Shops and Establishments
- Exemption for women working in night shift
- Submission of Appeals

Instructions to Shop and Establishment owners

List of Scanned Documents to be uploaded

- Proprietor / Managing Partner/ Directors Photo
- Address proof for the establishment /shop (Rental /lease agreement etc.)
- Identity Proof of the owner/ authorised signatory (PAN card/ Driving license/Voter Card etc.)
- Statutory Documents (Partnership deed/BBMP trade License/Incorporation Certificate /Memorandum of Article for Commercial Establishments 1st page and Last page scanned/Proprietorship firm certificate copy)
- Authorisation letter for Authorised signatory / self attestation Letter for Owner
- Challan /Payment Receipt/Transaction Receipt
- Duly filled Registration Form signed by owner / Authorised signatory

Registration fee

No. of Employees	Fees (Rs.)
No Employees	250/-
1 to 9 Employees	500/-
10 to 19 Employees	3000/-
20 to 49 Employees	8000/-
50 to 99 Employees	15000/-
100 to 250 Employees	30000/-
251 to 500 Employees	35000/-
501 to 1000 Employees	45000/-
Above 1000 Employees	50000/-

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Login

User Name

Password

[New User Sign UP](#) | [Forgot Password](#)

[Sign Up For Third Party](#)

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Fig. 9.1

Upon clicking this link, system will open registration page for new user as shown in Fig. 9.2. In the Registration for new user (Sign UP) page, user has to select Establishment type as “Multiple” or “Single”. By default, “Single” will be active. User has to provide information such as number of establishment to be registered, establishment name, user name, email ID, Mobile number and PAN number of authorized person. User has to note that, registration is applicable to shops and establishments located in Karnataka State only. By selecting “Multiple”, system will facilitate user to enter multiple number of shops or establishment under his/her control to generate single user name and password. For example, user has chain of restaurant called Surana Segar located in four localities of BBMP such as Jayanagar, Vijayanagar, Shantinagar and Rajajinagar. To register all the four restaurants under one username and password, user has to select “Multiple” button. In case user has only one shop or establishment to be registered, then has to click on “Single” button in Establishment type as shown in Fig. 9.2. After selecting the establishment type, user has to enter Establishment Name in the text box highlighted in Fig. 9.2.

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**Government of Karnataka
Department of Labour**

Sign UP for New User

Note : Shops or Commercial establishments located within Karnataka only to be entered

Sign UP for New User

Establishment Type ☐ Multiple ☒ Single

Establishment Name

Choose your user Name

Email ID

Mobile Number (+91)

PAN Number

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

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Fig. 9.2

Where Establishment type selection is “Multiple”, system will pop up additional text box to capture location for each establishment as shown in Fig. 9.3

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**Government of Karnataka
Department of Labour**

Sign UP for New User

Note : Shops or Commercial establishments located within Karnataka only to be entered

Sign UP for New User

Establishment Type ☒ Multiple ☐ Single

Establishment Name

Location

Choose your user Name

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Fig. 9.3

Establishment name which is mandatory should not contain only special characters or numbers as shown in the alert tag highlighted in the Fig. 9.4. In case user tries to enter these characters or numbers, then system will display suitable validation message and further allows user to reenter the establishment name.

Fig. 9.4

For “Multiple” Establishment type, user has to enter each establishment name and its location in the text box provided as shown in Fig. 9.3. Conditions are similar as that of single establishment. After entering establishment name and its location, user has to click on “Add” button. Upon clicking the “Add” button, system will display entered details in data grid.

Further, user has to select user name of his choice with 12 characters (mandatory) which may include characters or special characters or numbers as shown in Fig. 9.5.

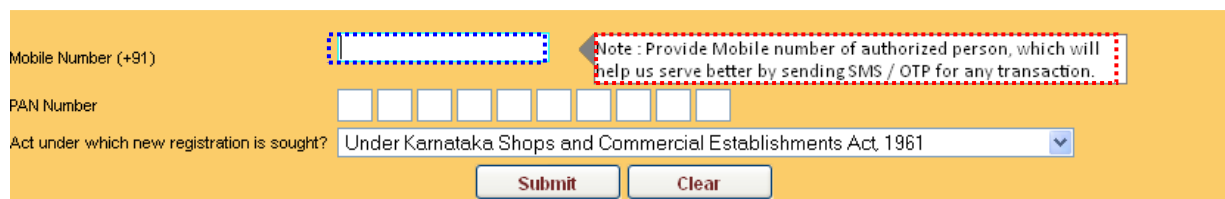
Fig. 9.5

Upon entering the user name as per his/her choice and entering the data into remaining fields, system will check with the existing registered user name after the user clicks on ‘Submit’ button. In case it exists already in the data base, system will display alert message “Someone already registered with this username. Try another” and allows user to update the same. If Updated user name does not exist in the database, system will accept that particular user name.

After entering the user name successfully, user has to enter email ID of authorized person to receive alert messages as shown in Fig. 9.6. However, providing email ID is optional and user can keep it blank. In case, user enters email ID, system will send alert messages through email to user.

Fig. 9.6

After entering email ID or keeping it blank, user has to further enter Mobile Number of authorized person as highlighted in Fig. 9.7. It is mandatory to provide mobile number of authorized person and same will be linked to particular establishment. This will help the system to send SMS/One Time Password (OTP) for any transaction happened under particular user name / establishment. Please note that, DND activated mobile numbers will not receive any alert messages hence it is advised to enter Email ID.



Mobile Number (+91)

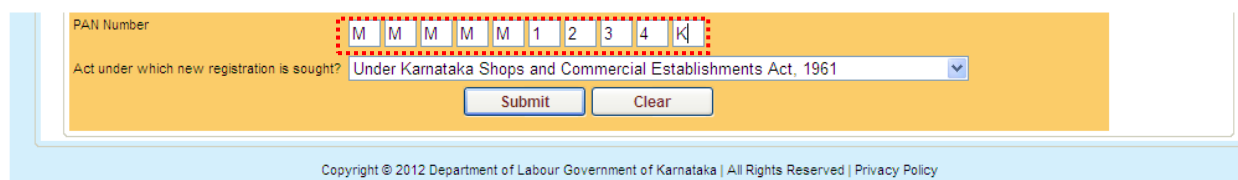
PAN Number

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

Note : Provide Mobile number of authorized person, which will help us serve better by sending SMS / OTP for any transaction.

Fig. 9.7

Then user has to enter PAN number of authorized person or establishment. System will accept character in first five blocks, numbers in next four blocks and character in last block compulsorily as highlighted in Fig. 9.8.



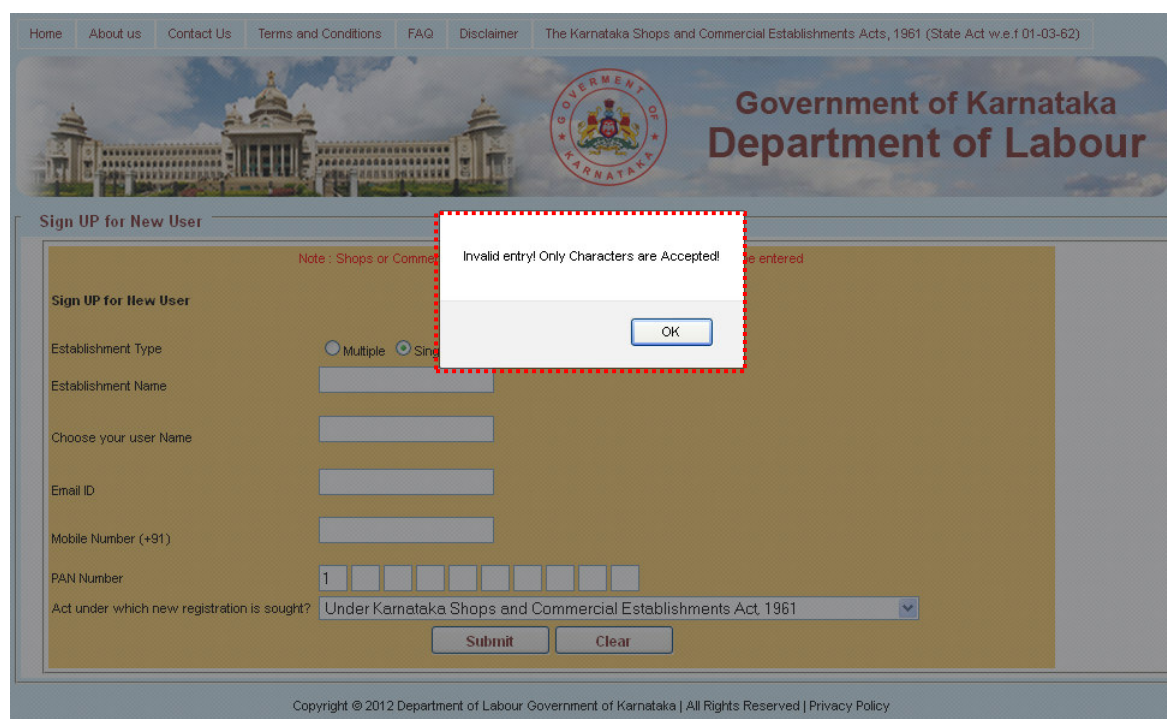
PAN Number

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

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Fig. 9.8

In case user attempts to enter character / number not as specified, system will display alert message as highlighted in Fig. 9.9. Then user has to click on “OK” button. Upon clicking “OK” button, system will allow user to rectify the same as shown in Fig. 9.9.



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Government of Karnataka
Department of Labour

Sign UP for New User

Note : Shops or Commercial Establishments Act, 1961

Invalid entry! Only Characters are Accepted!

OK

Sign UP for New User

Establishment Type ☐ Multiple ☒ Single

Establishment Name

Choose your user Name

Email ID

Mobile Number (+91)

PAN Number

Act under which new registration is sought? Under Karnataka Shops and Commercial Establishments Act, 1961

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Fig. 9.9

After entering the required details as shown in Fig. 9.10, user has to click on “Submit” button. Upon clicking the submit button system will display message as highlighted in Fig. 9.10.

Sign UP for New User

Note : Shops or Commercial establishments located within Karnataka only to be entered

Sign UP for New User

Establishment Type ☐ Multiple ☒ Single

Establishment Name

Choose your user Name

Email ID

Mobile Number (+91)

PAN Number

Act under which new registration is sought?

Registered Successfully, User Credentials has been sent to your Mobile No. and Email-ID

Fig. 9.10

10. Sign up for Third Party.

System also facilitates entrepreneurs to register as Third Party user. Registered Third party user will be able to assist in registration of shop/commercial establishment owners who are not having internet facility.

To register as Third Party, user has to click on link “Sign up for Third party” provided in the Home page of the web site www.ekarmika.com as shown in Fig.10.1.

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Government of Karnataka Department of Labour

Entrepreneurs already registered please note

e - Karmika is a facility for Registration and Renewal of Establishments under the Karnataka Shops and Commercial Establishments Act, 1961 ; which is one of the State Labour Laws and Rules being enforced by the Department of Labour, Karnataka.

The Department, as part of its functions, enforces various laws in the State which require citizens to interact with the department as part of adherence to various State and Central Enactments. The purpose of the Act is to cover the following functions of the department.

- Issuance of Registration Certificate
- Renewal of Registration Certificate
- Amendment in Registration Certificate
- Issuance of Duplicate Registration Certificate
- Filing of Annual Returns
- Exemption on weekly holiday for Shops and Establishments
- Exemption for women working in night shift
- Submission of Appeals

Instructions to Shop and Establishment owners

List of Scanned Documents to be uploaded

- Proprietor / Managing Partner/ Directors Photo
- Address proof for the establishment /shop (Rental /lease agreement etc.)
- Identity Proof of the owner/ authorised signatory (PAN card/ Driving license/Voter Card etc.)
- Statutory Documents (Partnership deed/BBMP trade License/Incorporation Certificate /Memorandum of Article for Commercial Establishments 1st page and Last page scanned/Proprietorship firm certificate copy)
- Authorisation letter for Authorised signatory / self attestation Letter for Owner
- Challan /Payment Receipt /Transaction Receipt
- Duly filled Registration Form signed by owner / Authorised signatory.

Registration fee

No. of Employees	Fees (Rs.)
No Employees	250/-
1 to 9 Employees	500/-
10 to 19 Employees	3000/-
20 to 49 Employees	8000/-
50 to 99 Employees	15000/-
100 to 250 Employees	30000/-
251 to 500 Employees	35000/-
501 to 1000 Employees	45000/-
Above 1000 Employees	50000/-

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User Name

Password

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[Sign Up For Third Party](#)

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Fig. 10.1

Upon clicking this link, system will open registration form containing fields to capture such as choose your user name, Email ID, Contact name, Mobile number, Address, District, Taluk, PIN code, Type of business and PAN number as shown in Fig. 10.2.

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**Government of Karnataka
Department of Labour**

Sign UP for Third Party

Note : Shops or Commercial establishments located within Karnataka only to be entered

Choose your user Name

Email ID

Contact Name

Mobile Number

Address

District

Taluk /Corporation [Locate & Click](#)

Pincode

Type Of Business

PAN Number

Act under which new registration is sought?

Fig. 10.2

User has to enter required information in the text boxes provided for the purpose as shown in Fig. 10.3. While capturing the information, system will display alert messages and assist the user to enter the valid information.

Sign UP for Third Party

Note : Shops or Commercial establishments located within Karnataka only to be entered

Choose your user Name

Email ID

Contact Name

Mobile Number

Address

District

Taluk /Corporation [Locate & Click](#)

Pincode

Type Of Business

PAN Number

Act under which new registration is sought?

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Fig. 10.3

In this form user has to select District and Taluk / Corporation where he belongs to from respective drop down lists. Then user has to compulsorily click on link “Locate & Click” to identify and mark the address of user on interactive GIS map. By clicking this link, system will open window with zoom extent of selected taluk / corporation as shown in Fig. 10.4. In this case, user has selected “BBMP” and hence, map window shows extent of BBMP.

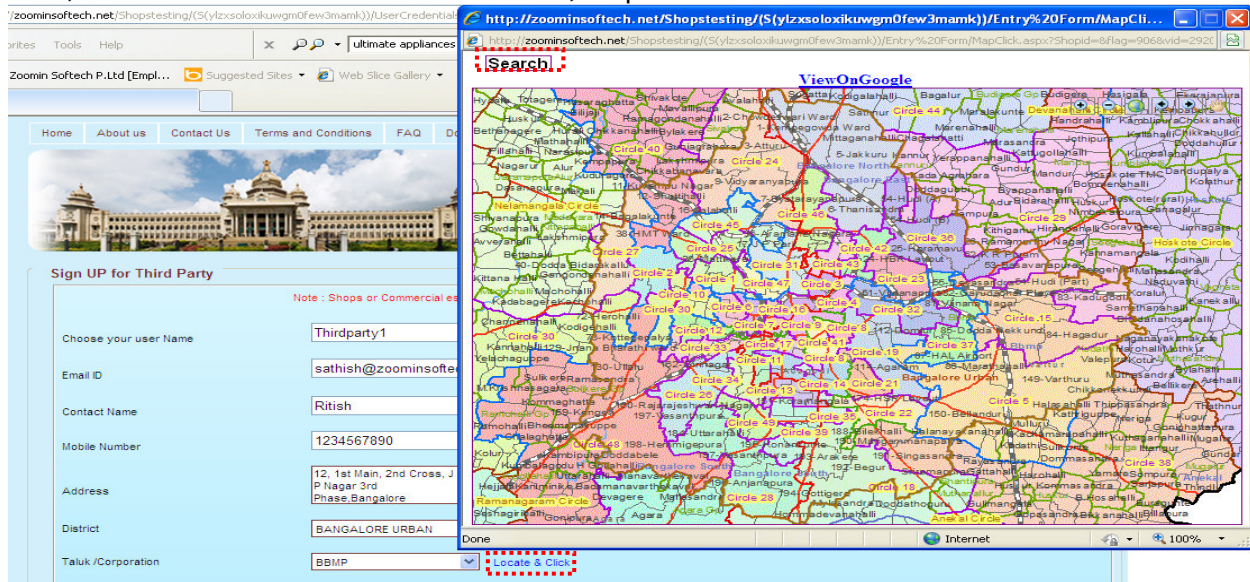


Fig. 10.4

To get the map zoomed to particular locality, user has to click on “Search” button as highlighted in Fig. 10.4. Upon clicking this button, system will pop up additional text box to enter location as highlighted in Fig. 10.5.

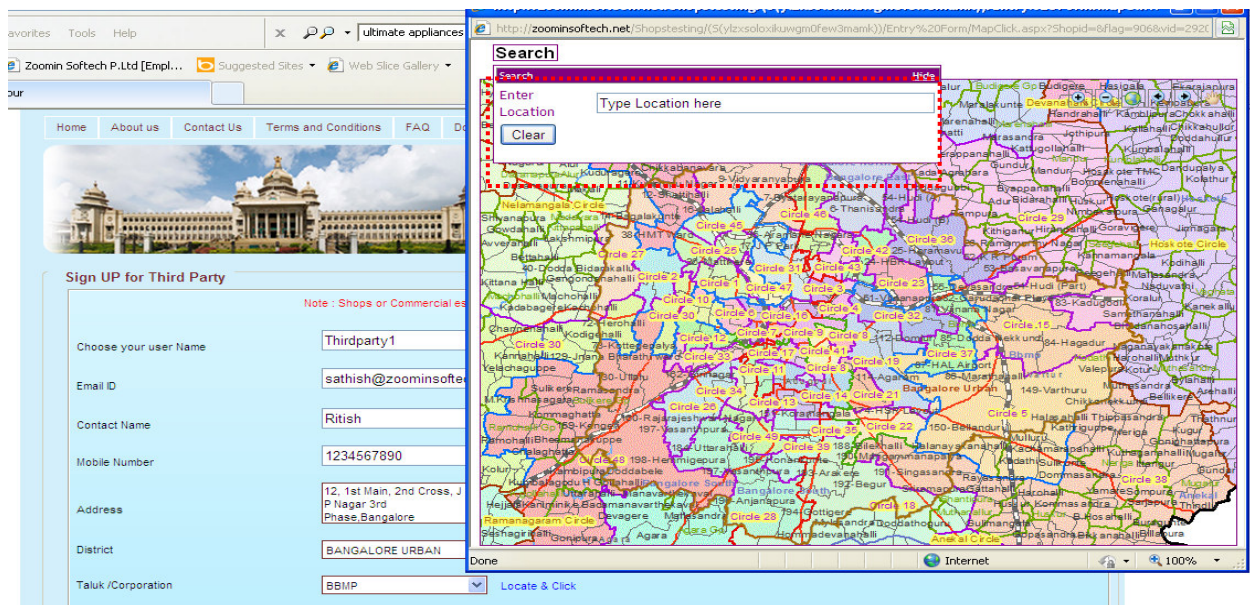


Fig. 10.5

Then user has to enter starting letters of location to be searched in text box. By entering these letters, system will search for matching location names in the data base and display the same in

drop down list. Then user has to select the required location from the drop down list as shown in Fig. 10.6.

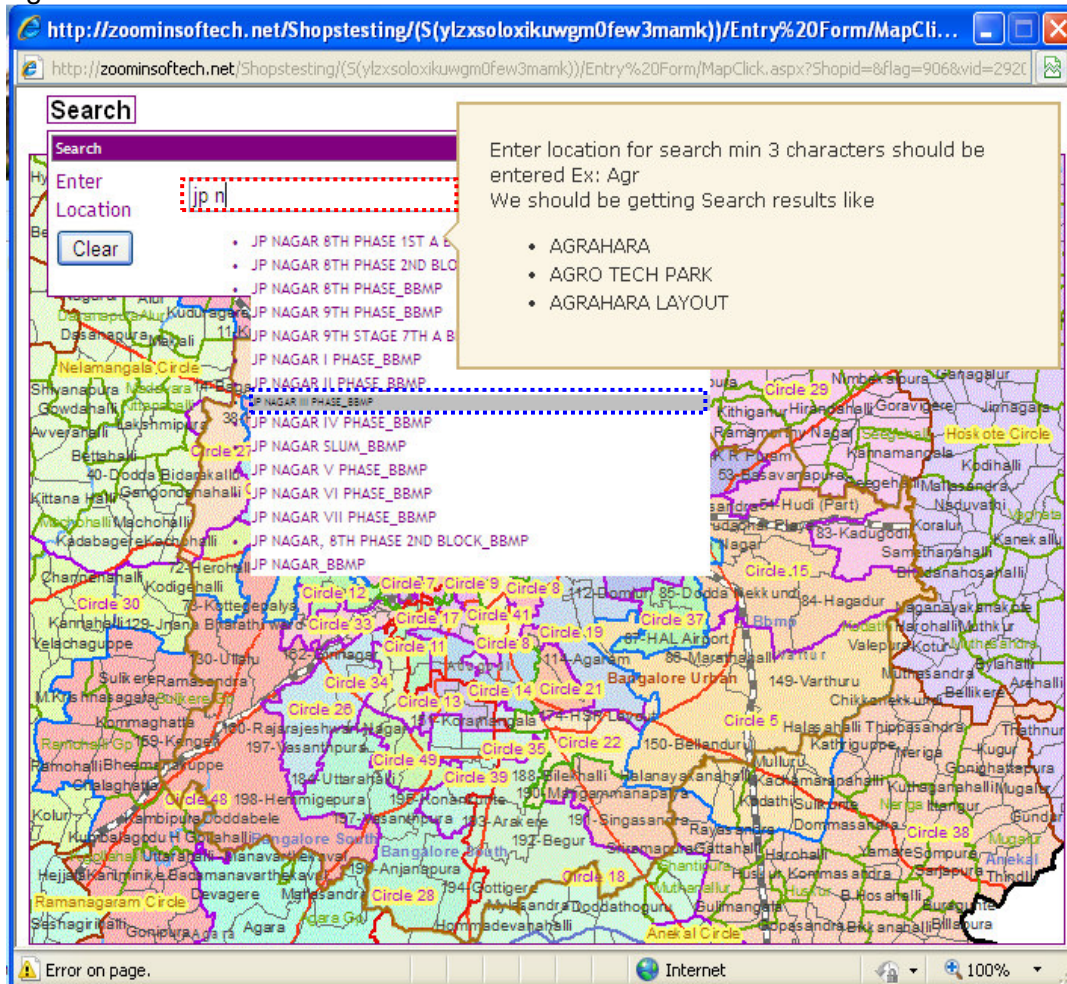


Fig. 10.6

By selecting the location name, system will display map zoomed to selected location as shown in Fig. 10.7.

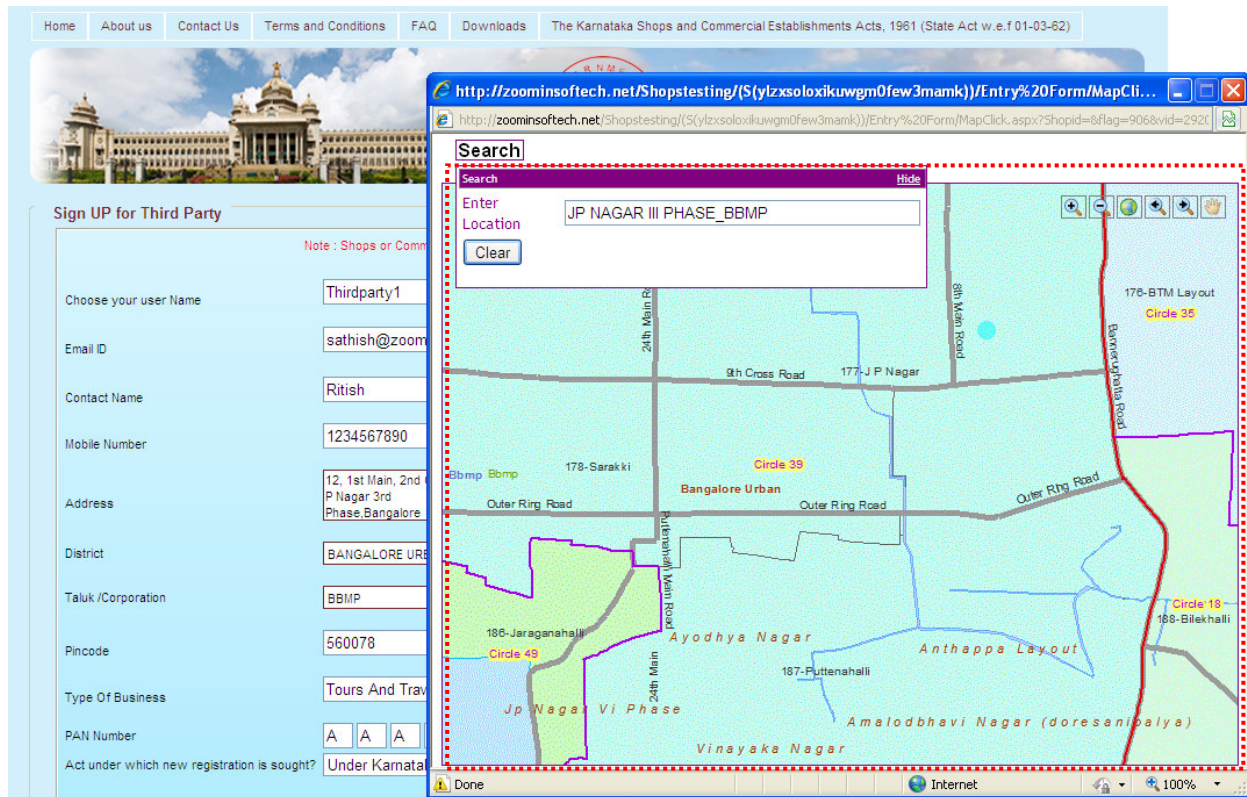


Fig. 10.7

User will be able to increase (+) or decrease (-) the map extent by using map tools provided at the right side top corner of the map window as highlighted in Fig. 10.8.

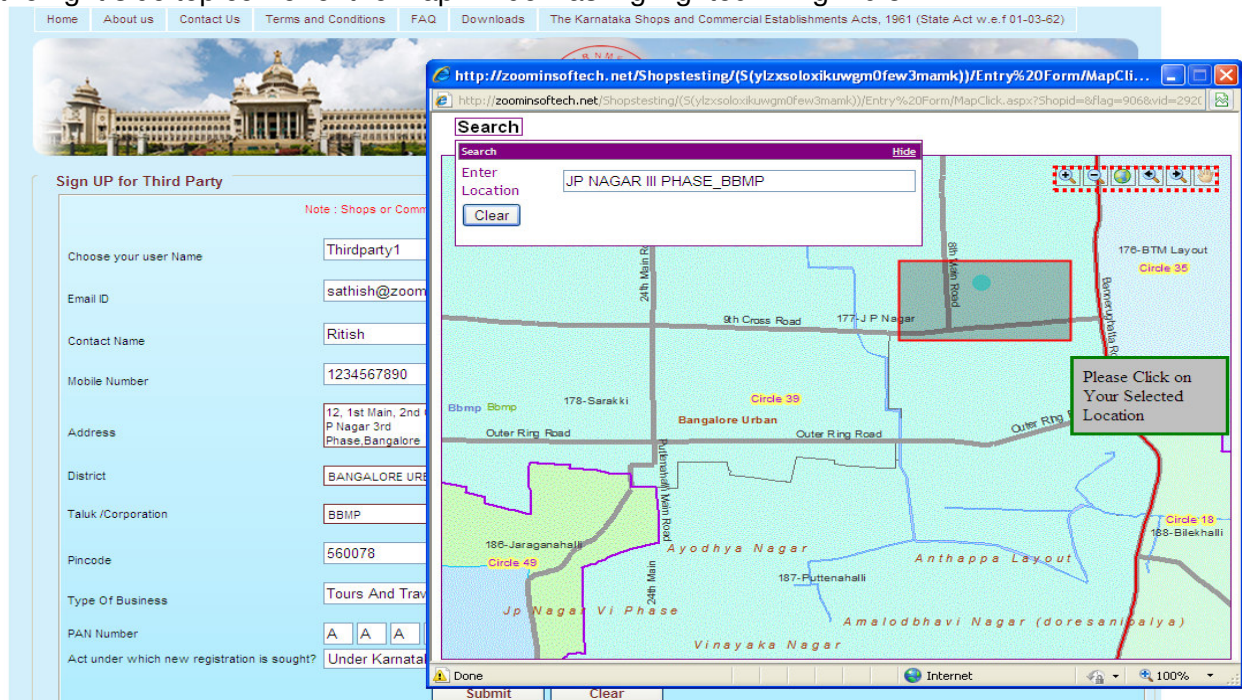


Fig. 10.8

To increase the zoom extent of any part, user has to first click on + button provided in the map tool. Then by pressing the left side click button of mouse, user has to drag the mouse till required portion of map to get zoomed as shown Fig. 10.8. Upon the releasing the mouse button, system will display the selected portion in grey shade and subsequently show the extended zoom as shown in Fig. 10.9.

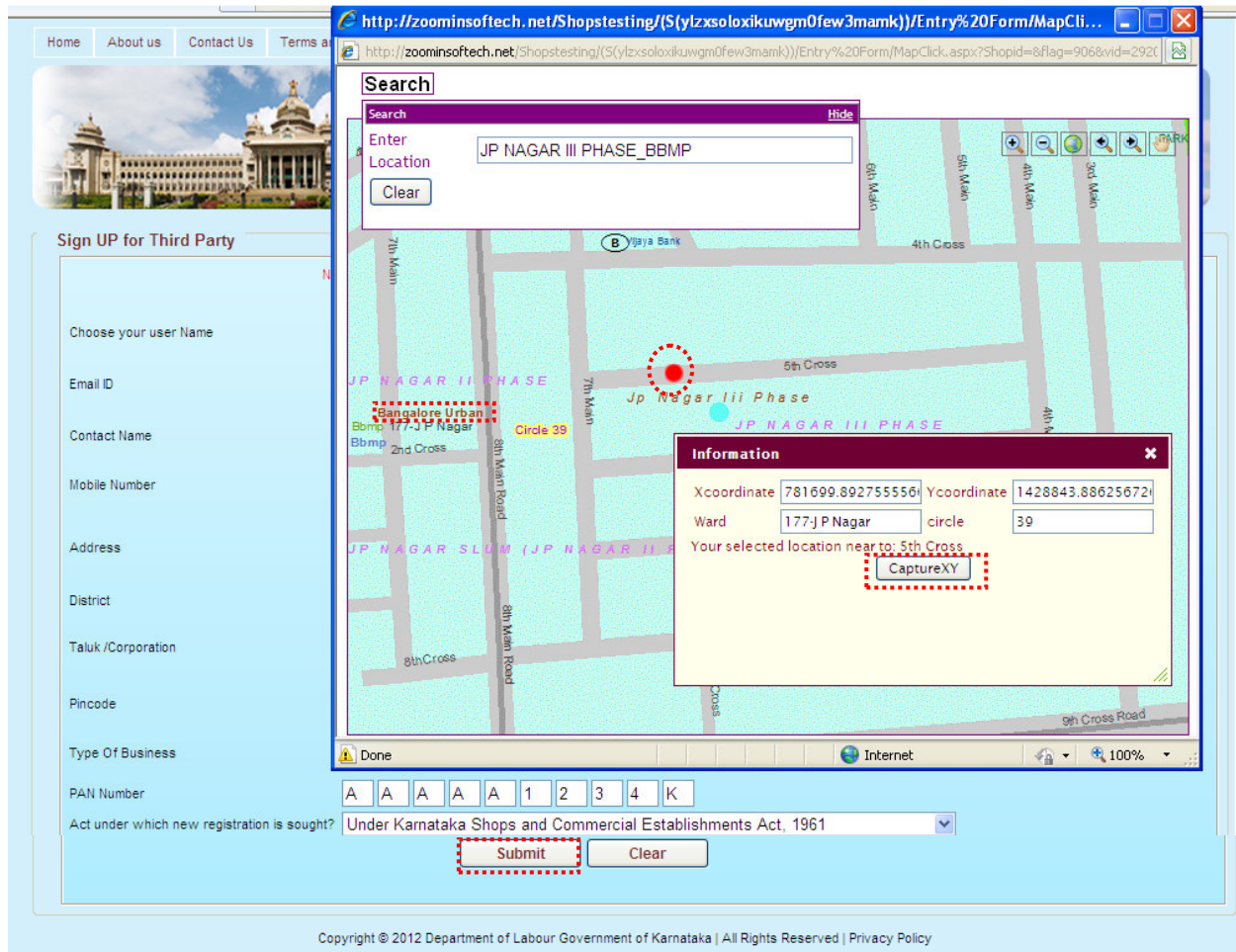


Fig. 10.9

Then user has to mark the location on map by mouse click. The marked location will be shown as red dot as shown in Fig. 10.9 along with the Information dialog box showing X, Y co-ordinates, Ward, Circle etc. Now user has to click on "CaptureXY" button highlighted in the Fig. 10.9 to capture X and Y co-ordinates. Upon clicking on "CaptureXY" button, dialog box stating "Captured successfully" will be displayed as shown in the Fig. 10.10. If the marked location is correct, user has to click on "OK" button else has to click on "Cancel" button as highlighted in the Fig. 10.10. By clicking either of these buttons, system will close the dialog box.

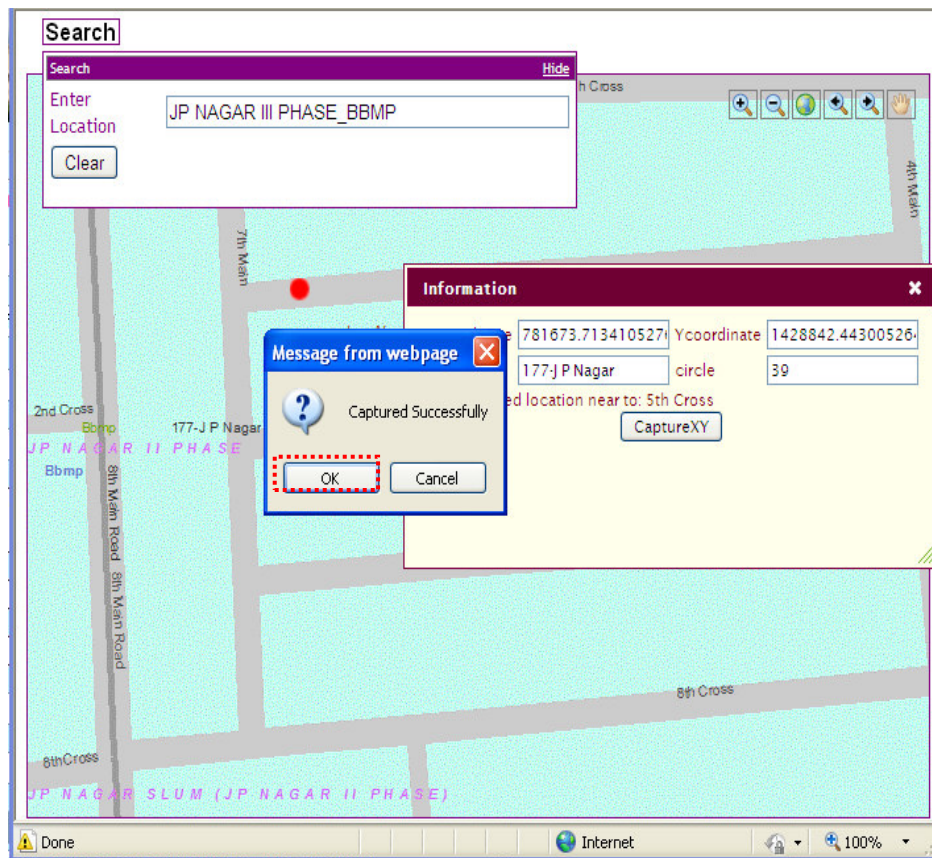


Fig. 10.10

Sign UP for Third Party

Note : Shops or Commercial establishments located within Karnataka only to be entered

Choose your user Name:

Email ID:

Contact Name:

Mobile Number:

Address:

District:

Taluk /Corporation: [Locate & Click](#)

Pincode:

Type Of Business:

PAN Number:

Act under which new registration is sought?

Registered Successfully, User Credentials has been sent to your Mobile No. and Email-ID.

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Fig. 10.11

After successful completion of marking location on map, user has to click on “Submit” button as highlighted in Fig. 10.9. Upon clicking this button, system will successfully register the details of third party and user credentials will be sent to respective email ID and mobile number. And also, message indicating successful submission will be displayed as highlighted in Fig. 10.11.

11. Login

After successful registration, user will receive his/her credential (User name and Password) through SMS or email. User has to always remember this user credential for future use and should be kept confidential. Then user has to open web browser Internet Explorer version 7.0 and above. After opening the web browser user has to enter web site name www.ekarmika.com in the address box and has to click on Go arrow button or press <Enter> button.

Upon clicking on Go arrow button or pressing <Enter> button, system will open Home page of the web site as shown in Fig. 11.1.

Registration fee	
No. of Employees	Fees (Rs.)
No Employees	250/-
1 to 9 Employees	500/-
10 to 19 Employees	3000/-
20 to 49 Employees	8000/-
50 to 99 Employees	15000/-
100 to 250 Employees	30000/-
251 to 500 Employees	35000/-
501 to 1000 Employees	45000/-
Above 1000 Employees	50000/-

Fig. 11.1

Then user has to enter registered user name and password in the boxes provided. After entering the user credentials, user has to click on “Login” button as shown in Fig. 11.2.

Fig. 11.2

System will check for the validity. And for valid user name and password, system will open Form as shown in Fig. 11.3. If user name and password is incorrect, then system will display appropriate error message.

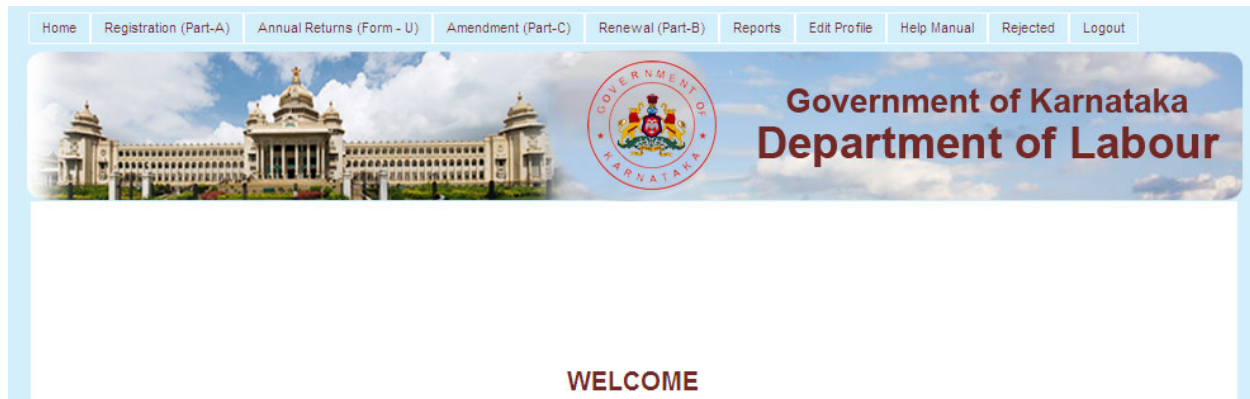


Fig. 11.3

12. Forgot Password

In case user has forgotten his password, system will allow user to reset the password. To reset the password user has to click on “Forgot Password” link as highlighted in Fig. 11.2. Upon clicking this link, system will open Forgot Password form containing entry fields such as User name, OTP, Reset New password and Confirm New password as highlighted in Fig. 12.1. To reset password, user has to compulsorily enter user name in the text box provided. Upon entering the valid user name, system will check for validity and will send OTP to registered mobile No. Then user has to enter OTP received in text box provided. Once again system will check for validity and allow user to enter new password. Then user has to enter new password along with confirm new password as specified in the form. If there is a mismatch between new password and confirm new password, system will display appropriate error message. Then once again user has to enter same password in new password as well as in confirm new password. After successful entry, user has to click on “Submit” button as highlighted in Fig. 12.1.

Fig. 12.1

Upon clicking the “Submit” button as highlighted in Fig. 12.1, system will display appropriate message and new password will be saved in the data base. Further, user has to go to login page and has to enter user name and new password.

13. External Links

The hyperlink links displayed under ‘Related Information’ and ‘Important links’ as highlighted in Fig.13.1, are all the path to the other related web applications. And clicking on any of this hyper Links would be redirecting and opening the respective web application.

Instructions to Shop and Establishment owners

List of Scanned Documents to be uploaded

- Proprietor / Managing Partner / Directors Photo
- Address proof for the establishment /shop (Rental /lease agreement etc.)
- Identity Proof of the owner/ authorised signatory (PAN card/ Driving license/Voter Card etc.)
- Statutory Documents (Partnership deed/BBMP trade License/Incorporation Certificate /Memorandum of Article for Commercial Establishments 1st page and Last page scanned/Proprietorship firm certificate copy)
- Authorization letter for Authorized signatory / self attestation Letter for Owner
- Challan /Payment Receipt /Transaction Receipt
- Duly filled Registration Form signed by owner / Authorized signatory

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Registration fee	
No. of Employees	Fees (Rs.)
No Employees	250/-
1 to 9 Employees	500/-
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50 to 99 Employees	15000/-
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- [Officers / Inspectors outside Bangalore](#)
- [Labour Legislations](#)
- [Labour Courts & Industrial Tribunals](#)
- [Information related to SAKALA services](#)
- [Activities of K L W Board](#)
- [Right to Information](#)

Important links

- [Employee State Insurance](#)
- [Employee Provident Fund](#)
- [Rastriya swasthya bheema yojana](#)
- [Karnataka Service guarantee act](#)
- [Right to Information Act](#)
- [Official Website of Karnataka state Govt.](#)
- [Ministry of Labour and Employment](#)
- [Dept of women & children development](#)
- [Child Labour](#)
- [Labour bureau - Simla](#)

Know your Labour Circle

Number Of Visitors: 15435

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Fig. 13.1